

CHAPTER 6 INTERSTATE TRANSPORTATION OF NON-RESIDENT PATIENTS

600 GENERAL PROVISIONS

- 600.1 The District shall furnish transportation, including subsistence en-route and attendants, including volunteer attendants, when needed, to the following categories of non-residents:
- (a) Persons committed to Saint Elizabeths Hospital by the Commission on Mental Health;
 - (b) Medically indigent non-resident persons hospitalized at District expense; Provided that no volunteer attendant at any time shall be an employee of the District government, except those employed by the Department of Human Services, Parole Board, D.C. General Hospital, or probation officers of the D.C. Courts and Department of Corrections.
- 600.2 Volunteer attendants shall proceed to the point of destination and return as quickly as transportation permits, without stop-off or stop-over for personal reasons.
- 600.3 Arrangements for and conduct of transfers shall be in accordance with standard government travel regulations.
- 600.4 The Department of Human Services shall, upon receipt of proper authorization, transfer to the state of legal residence at District expense those patients in the Psychiatric Department of D. C. General Hospital or Saint Elizabeths Hospital who are found to be on elopement or parole status from state hospitals in other jurisdictions, if the investigation discloses no other practicable source of defraying the cost.
- 600.5 Relatives of patients shall be given written notice of transfer as far in advance of departure as possible. Special attention shall be given to relatives within the Washington D.C. area to allow them time for visiting patient before transfer.
- 600.6 Prior to the transfer of a patient admitted to the hospital through police action, the Department worker assigned responsibility for the trip shall contact the Property Clerk of the Police Department to determine whether he or she is holding any property which ought to be transported with the patient. If property is being held by the Registrar of Saint Elizabeths Hospital, he or she shall be given advance notice of the transfer.

600 GENERAL PROVISIONS (Continued)

- 600.7 No client shall be transported under compulsion with the exception of non-resident persons who come within the scope of a District law or regulation requiring their confinement.

601 TRAVEL ARRANGEMENTS

- 601.1 Subsistence allowance to clients en-route shall normally be furnished by the Medical Assistance Division of the Department of Human Services (also referred to in this chapter as the "Division"), except in cases where the clients' relative or some responsible person(s) undertakes to pay for the subsistence.
- 601.2 All travel shall be by the most economical usually-traveled route. Travel by other routes may be allowed when the official necessity is satisfactorily established.
- 601.3 Travel either to accompany a patient or return from transporting a patient shall not be re-routed for the convenience of the attendant.
- 601.4 All attendants who travel for the Division shall be familiar with standard government travel regulations.
- 601.5 An attendant shall carry written authority to travel as the representative of the Department. Authorization cards shall be made available to attendants by the Chief of the Division.
- 601.6 An attendant shall be responsible for the proper conduct of a trip, the care and safety of the client, and contacts between the client and other persons while en-route.
- 601.7 If a staff member accompanying a client is assisted by an outside attendant, the presence of the outside attendant shall in no way lessen the staff member's responsibility for the trip. If two (2) staff members make a transfer, they shall have equal responsibility.
- 601.8 An attendant, before departing on any trip, shall be provided with a complete set of tickets, an itinerary, and authorization for client's acceptance, along with any pertinent correspondence, medical abstracts, similar materials, and special instructions needed to accomplish the trip.
- 601.9 The attendant shall be provided with meal and taxi receipts and with a receipt to be signed by the receiving officer or relative at destination if the client is being transported from the District.
- 601.10 Cash advances to cover per diem allowance and anticipated expenses shall be provided to the attendant by the Division. The attendant shall be expected to have sufficient funds to provide for any necessary expense of the client and shall be expected to exercise prudence in making expenditures.

601 TRAVEL ARRANGEMENTS (Continued)

- 601.11 All properties to accompany a client on the transfer shall become the responsibility of the attendant until arrival at the destination. The attendant shall, when required, give a receipt for the property and in all cases shall obtain a receipt for the property from the responsible person at destination.
- 601.12 Attendants shall be familiar with the government transportation request (TR). Transportation requests (TR's) shall be used, when practicable, to secure official transportation where the amount involved is one dollar (\$1) or more, but shall not be issued to companies other than transportation lines commonly recognized as such.
- 601.13 Transportation requests shall under no circumstances be used for other than official travel.

602 AVAILABLE MODES OF TRAVEL

- 602.1 Travel shall be limited where possible to the use of a public common carrier and shall be planned by the most economical usually traveled route except where official necessity for travel by another route can be justified.
- 602.2 An attendant shall be accountable for any re-routing contrary to government travel regulation or the interests of the District.
- 602.3 The hire of a special conveyance shall be allowed only where a public carrier is not available or cannot be used advantageously in the interests of the District. A satisfactory written explanation of the need for special conveyance shall be required of the attendant at the conclusion of the trip.
- 602.4 Only persons authorized by the District shall be eligible to receive reimbursement for use of a privately-owned automobile for transporting clients. These persons shall then be eligible only if the automobile used is sufficiently covered by bodily-injury and property damage liability insurance, currently in force. Each insurance policy, as well as each renewal, shall be submitted to the Medical Assistance Division for examination and recording.
- 602.5 Through tickets, excursion tickets, or reduced round-trip tickets shall be secured whenever practicable and economical.
- 602.6 In event of an emergency en-route, such as a missed connection or a change in service, the attendant shall consult the nearest passenger representative, ticket agent, Travelers Aid worker, or other qualified individual for assistance with revised trip plan. The attendant shall keep the type of accommodation as nearly as possible in conformity with accommodations originally provided.

602 AVAILABLE MODES OF TRAVEL (Continued)

- 602.7 An attendant who is required to leave a train, bus, airplane, or other conveyance short of the ticketed destination, or whose trip is interrupted after having surrendered a ticket (or coupon of ticket), shall obtain a statement of facts from the train conductor or person in charge of the conveyance. The statement, with a description of the accommodations furnished upon resumption of travel, shall be submitted to the Division upon conclusion of the trip.
- 602.8 The unused portion of tickets shall be returned to the Department for redemption. An attendant shall not attempt to secure a refund directly from a transportation company for any unused portion of a ticket obtained on a government travel request.

603 UNUSUAL INCIDENTS RELATED TO TRAVEL

- 603.1 A written report by the attendant shall be made of any unusual incident in any way affecting the person or property of the client in custody, or of other, and submitted to the Division for review and filing.
- 603.2 If a client sustains injury or becomes ill en-route the attendant shall secure the nearest available medical aid. In event of an appreciable delay caused by illness or accident en-route the Department shall be notified. A written report of the incident, in detail, shall be submitted by the attendant on return.
- 603.3 The attendant shall be assigned to a transfer for the purpose of caring for the client en-route and to provide for the client's assured arrival at the destination. If a client absconds, the attendant shall notify the agent in charge of the carrier and the nearest local police authority, furnishing to each any details which are required.
- 603.4 After a patient absconds, unless specifically directed in writing by the local police to remain in the jurisdiction, the attendant, after contacting the Division, shall return to the District.
- 603.5 A statement containing dates, length of stay, and other pertinent information furnished by the authorities shall be presented by the attendant on return.
- 603.6 Each attendant, upon return to the District, shall present to the Division, for the information of the Director, a separate statement giving all pertinent facts of the case up to the time of his or her departure from the locale of the escape.
- 603.7 Any property belonging to an escapee shall be returned to the District for proper disposition by the Department.

603 UNUSUAL INCIDENTS RELATED TO TRAVEL (Continued)

- 603.8 If a client dies while en-route to the destination, the attendant shall immediately inform the responsible agent of the carrier, or some responsible official of the state, community, or area in which the death occurred. The attendant shall comply and cooperate with demands of these officials.
- 603.9 As soon as pertinent facts are learned regarding procedures and responsibilities of the attendant, he or she shall contact the Division for instruction. Notes shall be carefully kept of all pertinent facts and a report in detail submitted upon return.

604 REIMBURSABLE EXPENSES AND PER DIEM

- 604.1 The attendant shall be granted a per diem allowance instead of subsistence in accordance with prevailing established rates while traveling on official business. The allowance shall be computed on a twenty-four (24) hour travel day.
- 604.2 For continuous travel of more than twenty-four (24) hours, the calendar day (midnight to midnight) shall be the unit, and for fractional parts of a day at the commencement or ending of continuous travel, constituting a travel period, one-fourth (1/4) of the rate for a calendar day shall be allowed for each period of six (6) hours or fraction of six (6) hours.
- 604.3 For continuous travel less than twenty-four (24) hours, constituting a travel period, the period shall be regarded as commencing with the beginning of the travel and ending with the completion of the travel. For each six (6) hour portion of the period or fraction of a six (6) hour period, one-fourth (1/4) of the rate for a calendar day shall be allowed; Provided, that no per diem shall be allowed when the departure is after 8:00 a.m. and the return on the same day is prior to 6:00 p.m., or for any absence not exceeding three (3) hours.
- 604.4 Per diem allowances shall be computed as beginning at the time of departure of carrier from its District terminus (railroad station, bus depot, airport) and ending at the arrival time of carrier on return to its District terminus.
- 604.5 Per diem allowance to an attendant authorized by the Mayor to use a privately-owned automobile for transportation shall be computed as beginning at time of departure from and return to the District line.
- 604.6 The per diem allowance shall include all expenses of the attendant including meals, hotel room, all tips to waiters, porters, and similar expenses.

604 REIMBURSABLE EXPENSES AND PER DIEM (Continued)

- 604.7 Any justifiable expenses allowable under the government travel regulations incurred by the attendant on behalf of a client being transported shall be reimbursable upon proper presentation of expense account.
- 604.8 Persons authorized by the Mayor to use privately-owned automobile for transportation shall be reimbursed on the basis of mileage instead of actual cost at the prevailing established rate. Odometer recording of mileage shall be kept for submission with expense account at conclusion of trip.
- 604.9 The attendant shall give a notarized statement based on a record kept by him or her itemizing reimbursable expenses incurred. A receipt containing signature of payee will be required for any item in excess of three dollars (\$3).
- 604.10 A copy of any necessary telegrams sent by the attendant while on a trip shall be furnished and cost of the telegram certified by the telegraph office.
- 604.11 In the event of a necessary long distance call while on a trip, the attendant shall first request the telephone operator to contact the District government chief operator in an attempt to have the charge accepted. When a collect call cannot be made, a statement of the cost of the call (including number of minutes) shall be required for inclusion in the attendant's statement of expenses.
- 604.12 In the event of emergency where an attendant is required to call the Division for instructions, he or she shall endeavor to have the charge accepted by the District government chief operator.
- 604.13 An attendant shall be required to bear the responsibility and cost of any expense incurred contrary to government travel regulations or other District regulations.

605 AUTHORIZATION OF TRANSPORTATION

- 605.1 The Director of the Division, or the designated representative of the Director, shall be responsible for establishing the residence eligibility and authorizing the return of a patient who is outside the District and who requires hospitalization at District expense.
- 605.2 The Director of the Division, or the Director's designated representative, shall also secure authorization from other states for return to them of District non-residents hospitalized in the District of Columbia at District expense or committed to St. Elizabeths Hospital and shall transport those patients on the authorized return.